

Residential Lettings & Property Management

LANDLORDS GUIDE

**Simpsons**
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Lettings & Property Management



Welcome and thank you for choosing Simpsons Lettings

We provide residential lettings and property management services to landlords in Abingdon and the surrounding area

With many letting agencies now offering comparable levels of advertising through online and print media, a genuine point of difference in today's market is the human touch within a business.

As a small, independent agency we offer our landlord clients a single point of contact from day one. Our aim is to develop a long-term relationship with you and get to know the way you like your property to be managed, as well as be your first port of call for any matter relating to your rental investment.

Your single point of contact will manage viewings, referencing, negotiate offers and the ongoing management of your property. In the event of a repair or maintenance requirement, we have a hand-picked selection of trusted trades people to call upon.

To ensure your property stands out when searching for a new tenant, we use a professional photography company to prepare a quality set of images and a floorplan with room measurements.

We offer accompanied viewings 7 days a week and provide our landlords and tenants with 24/7 support to help cater for any eventuality.

Whether you are letting your home for the first time or an experienced landlord, we have the expertise to look after you, your property and your tenant.

Simpsons Lettings is an ARLA Propertymark protected agent, giving you peace of mind that we provide a professional service as well as a members of The Property Ombudsman (TPO) demonstrating our commitment to professional standards.



Our Marketing Approach

We are proactive when it comes to planning the marketing strategy for your property, using the latest marketing methods in addition to the traditional tried and tested options available.



Internet Advertising

In addition to simpsonsproperty.com, your property will be extensively advertised on Rightmove, Zoopla and Prime Location. All on-line enquiries are thoroughly vetted prior to viewings being scheduled.



Professional Photographs and Floor Plans

We arrange and cover the cost of professional photography and floor plans and will arrange for an Energy Performance certificate to be produced.



Window Display Advertisement

All properties are displayed with multiple images in our prominent town centre window, which in addition to being well lit, receives significant passing trade 7 days a week.



To Let Board and Leaflet Marketing

With your permission, we will erect a To Let board at the property and if agreeable, send out direct mail to neighbouring properties announcing the property is available to let. This is an effective way to reach potential tenants in different social networks and by word of mouth.



Database Advertising

Our database of tenants is extensive and includes families, professional couples and sharers. Furthermore, with so many companies relocating to the ever-growing business parks nearby, we have access to the best relocation agents who are often working exclusively with these blue chip firms in the relocation of their employees.



Social Media Connection

Social Media provides the perfect means to engage and connect with potential and existing customers - in real time! We use our social media channels, including Facebook and Twitter, to showcase properties to potential tenants, keep landlords up to date with latest legislations and to promote local events. Make sure you reach out and connect!



Lettings & Property Management

At Simpsons Lettings we don't claim to know everything, but we do know about property and we will guide you through every step from advising you on your property's potential, preparing it for the market, making sense of the legal jargon and managing the finer details

Services offered	Full Management	Rent Collection	Introduction
Lettings manager appointment	•	•	•
Professional photographs and particulars	•	•	•
Listed on Internet portals	•	•	•
Property Match with registered applicants	•	•	•
Relocation Agents and local businesses sent details	•	•	•
Accompanied viewings	•	•	•
Regular client feedback	•	•	•
Tenancy negotiating	•	•	•
Full referencing and Right to Rent checks	•	•	•
Pre Tenancy checks*	•	•	•
Deposit held under the Tenancy Deposit Scheme	•	•	•
Rent collection and balance into your account	•	•	
Monthly rent statement	•	•	
Online Client Journal	•		
Helpful and trusted contractors	•		
Property visits	•		
24 hour Tenants emergency contact	•		
Organisation of maintenance and repairs	•		
End of Tenancy checks	•		
Deposit reconciliations	•		

* Subject to Conditions

As an Independent company, we have the flexibility of tailoring our service to our client's individual needs

 All of our services include the following :

- Lettings manager appointment to advise on rental price and how to prepare your property for the market
- Advertising the property and finding a suitable tenant
- Full references and right to rent checks on the prospective tenant
- Tenancy agreement preparation and the corresponding legal documents
- Deposit registration with a government deposit scheme

 For **Full Management** and **Rent Collection**, we also offer :

- Transfer all rental payments from the Tenant once we have received cleared funds
- Statement of payments available

 For **Full Management**, we also offer :

- Visit the property and provide you with a report
- Manage the property during the tenancy agreement and arrange repairs and maintenance as required
- Online Client Journal showing the activity on your account
- End of Tenancy check-out report
- Assist with deposit disputes and arrange for the release of the deposit



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What you need to know

Simpsons Lettings will keep you updated with all the latest regulations, guide you through what's new in the Lettings industry and advise you on how to get the best out of your investment.



Safety First

We have a database of trusted tradesman that we believe give competitive rates for works carried out in accordance with the latest regulations.



Gas Safety Certificates

Landlords are legally responsible for the gas safety of their properties. The Gas Safety (Installation and Use) Regulations 1998 outlines what landlords must do in order to ensure gas appliances, fittings and flues provided for tenants are safe. It covers fixed as well as portable appliances (gas cookers, gas fires, gas heaters, gas boilers and water heaters) provided by the landlord for tenants' use and flues (chimneys and pipework) they are connected to.

A gas safety certificate is required by law every 12 months which we can arrange on your behalf.



Electricity

Landlords have a legal obligation to ensure that electrical installations are safe and properly maintained within their property. We strongly advise that a certificate is obtained for all electrical portable appliances and that a full wiring check test (EICR) is carried out if it's the first time you have let your property or if the installation is over 25 years old.



Fire and Furnishings (Fire safety) Regulations

Landlords are obliged to ensure that all their soft furnishings comply with the regulations by law.



Smoke and Carbon Monoxide Detectors

The Government has introduced the Smoke and Carbon Monoxide Alarm Regulations (2015) to make landlords in the private rented sector in England responsible for ensuring that smoke and carbon monoxide detectors are appropriately installed and are in proper working order at the start of a new tenancy.

Since 1st October 2015, landlords have to ensure that a smoke alarm is fitted on every floor of their property where there is a room used wholly or partly as living accommodation. They must also install a carbon monoxide alarm in any room where a solid fuel is burnt, such as wood, coal or biomass. This includes open fires, it does not include gas, oil or LPG.



Energy Performance Certificate (EPC)

Landlords need to produce an EPC that is issued by a registered assessor. The EPC gives information on the energy efficiency and carbon emissions of the property. It provides an overall rating, which must by law be included in any lettings details at the commencement of the marketing.



Legionella

Legionella disease is a potentially fatal form of pneumonia caused by small droplets of contaminated water. All man made hot and cold systems are likely to provide an environment where legionella can grow. Landlords are advised to have a risk assessment carried out especially where the property has been empty or unoccupied for a long period. There is a Visual risk assessment of the water systems that can be carried out by an assessor.



Tenancy Deposit Scheme

All deposits taken as part of an Assured Shorthold Tenancy must be registered within a government approved scheme. Simpsons Lettings is registered with the Tenancy Deposit scheme and will register the deposit on your behalf.



Mortgage

If you have a mortgage on the property you intend to let you should obtain your mortgage lenders written confirmation that their permission has been given.



Landlord Insurance

All Landlords must have buildings and contents insurance even for an unfurnished property.



Tax on rented properties

Landlords residing in the UK should inform HM Revenue and Customs (HMRC) of any rental income and pay tax on the profit. If you reside outside of the UK, you are still liable to pay UK tax on profit received. It is compulsory to register your status with HMRC if you live overseas and until we receive written confirmation that you are a non-resident landlord, we are required by law to deduct a basic rate of tax for HMRC to collect. It is advisable to have an accountant who can provide professional advice on this topic.

More information is available at www.gov.uk

Should you have any questions regarding the letting of your property, please ask the Lettings team who will be glad to help.



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